

Facility and Communication Request Form Help Sheet

Facility Request Form:

Below are the items requested on the form that may need further information to help clear up any questions.

- Category
 - Ministry Groups (individual and group activities directly related to the Church and its' ministry to the community; these activities may include partnership with other local charity groups)
 - Ministry Outreach Groups (individual and group activities encouraged by the Church but not directly related to its' ministries)
 - Community Outreach Groups (good neighbor individual and group activities, non-profit organizations, and other community charity groups)
- There is an option to provide a sketch of how you would like your room set up by Facilities. This is very helpful to attach to this form, or email later to the Facilities Team (facilities@stpkaty.org)
- Audio/Visual Set-up
 - Does your event require audio, video, computer, or projection equipment? (Subject to approval).
 - For any questions related to A/V equipment, set up, or changes, your contact is Justin Walker (jwalker@stpkaty.org).
- Nursery
 - Selecting this does not guarantee having Nursery for your event, it is only a request. There are certain requirements in order to have nursery (number of kids, length of event, etc). Your contact for questions regarding nursery is Jena Talbert (italbert@stpkaty.org).
- On the last page of the Facilities Request Form, there is a box that states "List any other information you believe we need to know about your meeting/event". This is a great place to put other information that you are not sure where it belongs, or any clarifying needs/requests you may have.

Communication/Registration Request Form:

Below are the items requested on the form that may need further information to help clear up any questions.

- What type of communication/promotion would you like?
 - Promotion Only: This option is if you would like to have your event promoted by our Communications Department (dsitton@stpkaty.org).
 - Promotion and Registration: This option is if you would like to have your event promoted by our Communications Department and a registration link created by our Database Administrator.
 - Registration Only: This option is if you would only like a registration link created by our Database Administrator (aeidson@stpkaty.org).

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- Provide a short statement about your event (this will be used in promotional material).
 - This is the verbiage that will be used in all communication. Please make this detailed, but concise, as well as compelling!
- Do you have a graphic for your event?
 - If you are doing a study, this is a great place to add a graphic or picture of the book you are using.
- Nursery
 - Selecting this does not guarantee having Nursery for your event. There are certain requirements in order to have nursery (number of kids, length of event, etc). Your contact for questions regarding nursery is Jena Talbert (italbert@stpkaty.org).